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STAT

Initials for Discussion with [redacted]

Date STAT

[redacted]

2/9/62 [redacted]

Request to [redacted]

*Initials
Report Dated 3/9/62*

Overt Case Surveying

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MEMORANDUM FOR: [redacted]

CIA Records Administration Officer

SUBJECT

: Request for Assistance in Study
of Security Forms

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1. The Director of Security has requested a study be made of the case processing forms used in the Office of Security. His request of 13 March 1962 is based on Recommendation No. 5 in my Survey of Overt Case Processing Flow dated 9 March 1962.

2. As you and I discussed during my Survey, I certainly will need the benefit and assistance of your Forms Specialists in such a study. I will appreciate if you or your specialists and I can meet sometime soon to arrange a timetable and an overall plan for this Forms Study.

STAT

[redacted]

Records Management Officer
Office of Security

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